

DESIGNERS SECTION
Examining Board of Architects, Landscape Architects, Professional Engineers,
Designers and Land Surveyors
MINUTES
MADISON, WISCONSIN
April 28, 1999

PRESENT: Dean Field, James Dorn, Donna Rozar

EXCUSED: Clint McCullough

STAFF PRESENT: Alfred Hall, Becky Fry; Secretary Marlene Cummings was present for a portion of the meeting.

GUESTS: None

CALL TO ORDER

The meeting was called to order at 9:34 a.m. by Dean Field, acting Chair. A quorum of three members was present.

AGENDA

MOTION: James Dorn moved, seconded by Donna Rozar, to adopt the agenda as published. Motion carried unanimously.

MINUTES (1/28/99)

The Section was advised of a correction to the minutes under Application Review. The motion to issue an Intent to Deny moved by Dean Field should read Donna Rozar moved.

MOTION: Donna Rozar moved, seconded by James Dorn, to approve the minutes with a correction under "Application Review." The motion to issue an Intent to Deny, Dean Field moved, should read "Donna Rozar" moved. Motion carried unanimously.

ADMINISTRATIVE REPORT

Secretary Cummings' Report

Secretary Marlene Cummings reviewed the Timelines Policy in the enforcement complaint handling process which consists of four stages: screening, investigation, legal action and hearing. The Section received copies of the Timelines Policy.

Ms. Cummings informed the Section of the Administrative Injunction for practicing design work without a license which will appear under the department's enforcement procedures.

Bureau Director's Report

Regulatory Digest

The Regulatory Digest is almost finished. It will include the rationale for proposed changes to the statutes and a general summary of the administrative rules.

Applications Reviewed

The Section received a copy of applications reviewed by staff delegation.

To Pass Folder

There was nothing to report at this time.

LEGISLATIVE ISSUES UPDATE

At the November meeting, the Joint Board gave approval for each Section to pursue the legislative issues that relate to each respective Section.

ADMINISTRATIVE RULES UPDATE

The Section received copies of the new code book which reflects changes that became effective February 1, 1999. It includes rules adopted by the Board in November, 1998.

EXAMINATION ISSUES

There was nothing to report at this time.

SECTION MEMBER ACTIVITY

There was nothing to report at this time.

Election of Officers

The Section discussed the upcoming vacancy due to the ending of Clint McCullough's term of office. Alfred Hall will contact Tony Rosecky from the Design Engineer Society for input on filling the vacancy. The Section would like the vacancy filled with a representative from the plumbing profession for diversity. There is also a public member vacancy.

The Section reviewed the new officers: James Dorn, chair; Donna Rozar, vice chair; Dean Field, secretary. The positions are one-year terms. James Dorn, chair, will facilitate the next meeting.

PRACTICE ISSUES

There was nothing to report at this time.

MISCELLANEOUS CORRESPONDENCE/INFORMATION

There was nothing to report at this time.

NEW BUSINESS

The Section rescheduled the July 15, 1999 meeting to September 23, 1999. The November 11, 1999 meeting was rescheduled to January 2000.

The Section agreed that James Dorn should replace Clint McCullough on the screening panel. Dean Field will be the backup member in James Dorn's absence.

RECESS TO CLOSED SESSION

MOTION: Donna Rozar moved, seconded by James Dorn, to convene the meeting in Closed Session pursuant to sections 19.85(1)(a), (b) and (f), Wis. Stats., to consider the licensing or discipline of a person licensed by this section or the investigation of charges against such a person. Specifically, to discuss the issue of case status reports, case closings, examination issues, deliberations on stipulations that may be signed after printing of the agenda and pending applications, Motion carried by a roll call vote: James Dorn-yes; Donna Rozar-yes, Dean Field-yes.

Open Session recessed at 10:15 a.m.

CLOSED SESSION

The Section received a copy of the Division of Enforcement Case Status Report.

The Section deliberated on pending applications.

ADJOURN CLOSED SESSION

MOTION: James Dorn moved, seconded by Donna Rozar, to reconvene to Open Session at 12:05 p.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

MOTION: James Dorn moved, seconded by Donna Rozar, to approve the applications by licensure and examination as per attached sheet and to hold the application for Matthew S. Veriha. Motion carried unanimously.

NEXT MEETING

The July 15, 1999 meeting is rescheduled to September 23, 1999 to facilitate review of exam candidate applications. Mr. Matthew S. Veriha's application will be reviewed at the next meeting. Dean Field will be available by teleconference to establish a quorum. The meeting on November 11, 1999 is rescheduled to January, 2000.

ADJOURNMENT

MOTION: James Dorn moved, seconded by Donna Rozar, to adjourn the meeting at 12:23 p.m.
Motion carried unanimously.